



**SPEEN PARISH COUNCIL**  
**MINUTES OF THE FULL COUNCIL MEETING**  
**HELD ONLINE ON SATURDAY 6<sup>TH</sup> JUNE 2020 AT 10AM.**

<b>Present</b>	<b>Parish Councillors</b>	Cllr Amirtharaj (Chair), Cllr Dudman (Vice Chair) Cllr Black, Cllr Booth, Cllr Butter, Cllr Newell-Hart, Cllr Phillips
	<b>WBDC Councillor/Employee</b>	
	<b>Members of the Public</b>	Stuart Gourley
	<b>Clerk &amp; RFO</b>	Jean Lindsell

**Meeting started at 10.03am**

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| 1. <b>Apologies:</b> None                         |
| 2. <b>Declarations of Interest:</b> None declared |

**Open Session:** No Questions Raised

Resolution	Item	Action
Resolved	<p><b>3 Co-Option of New Councillor</b></p> <p>Cllr Amirtharaj welcomed Stuart Gourley to the meeting.</p> <p>Proposer: Cllr Amirtharaj                      Seconder: Cllr Phillips                      All in Favour</p> <p>Cllr Gourley signed the Acceptance of Office and Register of Interests in view of all meeting participants and formally joined the meeting.</p>	
Resolved	<p><b>4 Minutes –</b> to approve the Minutes of the Full Council Meeting held on Monday 9<sup>th</sup> March 2020 (minutes to be signed at a later date)</p> <p>Cllr Butter advised of an error in Item 7.2 which stated 2029/20 and should have read 2019/20</p> <p>Cllr Black apologised that he had been unable to complete his action from the minutes to produce an article for the SPC website. Cllr Amirtharaj also apologised that he too had been unable to complete his article. It was agreed the Clerk would amend the monthly plan for website articles to re-commence from June.</p> <p>Minutes approved subject to correction by the Clerk.</p> <p>Proposer: Cllr Amirtharaj                      Seconder: Cllr Dudman                      Abstention: 1                      In Favour: 7</p>	Clerk Clerk
Resolved	<p><b>5 Year End Accounts 2019/20</b></p> <p><b>Proposal:</b> To review and agree Year End Accounts for 2019/20</p> <p>Cllr Dudman queried the totalling of the Revised Budget 2019/20 column for External Works and pointed out there was a typo error which overstated the total although this did not affect the overall Budget v Actual figures. The Clerk to correct the report and email a</p>	

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	<p>copy to all Councillors and to Internal Auditor as all reports had already been signed off by the auditor.</p> <p>Year End Accounts 2019/20 agreed subject to correction by Clerk.</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Dudman All in Favour</p>	Clerk
Resolved	<p><b>6 Annual Return 2019/20</b></p> <p><b>6.1 Proposal:</b> To approve Annual Internal Audit Report 2019/20 (page 3)</p> <p>Cllr Amirtharaj asked for clarification as to why there was a letter from the Internal Auditor regarding petty cash. The Clerk advised that Internal Objective F on the report referred to petty cash and as the Council does not hold petty cash the answer was No and if any objective has an answer of no a letter of explanation is required by the External Auditors.</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Black All in Favour</p>	
Resolved	<p><b>6.2 Proposal:</b> To approve Section 1 - Annual Governance Statement 2019/20 (page 4)</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Booth All in Favour</p>	
Resolved	<p><b>6.3 Proposal:</b> To approve Section 2 – Accounting Statement 2019/20 (page 5)</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Butter All in Favour</p>	
Resolved	<p><b>6.4 Proposal:</b> To approve Annual Return 2019/20 for submission to External Auditor</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Dudman All In Favour</p>	
	<p><b>7. Business Continuity Policy</b></p> <p>The Clerk advised that since adoption of the Council's Business Continuity Policy in response to the COVID-19 pandemic in March 2020 there had been significant changes to legislation and suggested she write an addendum to the policy reflecting these changes rather re-writing the entire policy. All Councillors agreed</p> <p><b>8. Correspondence: To receive &amp; consider correspondence (all relevant correspondence is circulated electronically on receipt and where possible dealt with by the Clerk)</b></p> <p><b>Speen Recreation Ground</b></p> <p>The Clerk advised a request had been received from a dog trainer living outside the Parish asking to use Speen Recreation Ground for 1 hour per week to carry out dog training. Under normal circumstances the trainer carries out training in a hall but due to current COVID-19 restrictions is unable to do this. There would 3 dogs kept on the lead at all times and social distancing would be observed. This would be a temporary arrangement until such time as she can return to using a hall.</p>	Clerk

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	<p>Cllr Newell-Hart raised concerns regarding noise levels from the dogs running around.</p> <p>Cllr Phillips felt this type of activity should be encouraged</p> <p>Cllr Amirtharaj suggested there should be a charge as it is a commercial venture to avoid setting a precedent for the future.</p> <p>Cllr Dudman suggested the Council should be supportive towards a small business such as this particularly as she is now in the position of being unable to earn any income due to the current restrictions and there should be no charge. He further added permission to use the recreation ground should be subject to due consideration being given to residents around the ground and cleaning up afterwards.</p> <p>Cllr Phillips agreed there should not be any charge.</p> <p>Cllr Gourley agreed that the Council should support local businesses at this time and there be no charge until such time as lockdown restrictions are lifted and indoor spaces are able to be used again. He suggested a review period and if the trainer wished to continue at the recreation ground rather than returning to a hall which she would have to pay for the Council would start charging at that time.</p> <p>Cllr Booth agreed there should be no charge until lockdown restrictions are lifted and indoor facilities are re-opened for 'normal' use.</p> <p>Cllr Amirtharaj summarised that permission would be granted at no charge with a review once restrictions are lifted but this permission be subject to the following:</p> <ul style="list-style-type: none"><li>• Training to take place away from residents properties and play areas</li><li>• Number of dogs to be limited to a maximum of 3</li><li>• Dogs to be kept on the lead at all times</li><li>• Due consideration to be given to residents living around the recreation ground and other users of the ground</li><li>• To be responsible for clearing any litter and/or dog waste from the area</li><li>•</li></ul> <p>All Councillors agreed.</p> <p>Clerk to advise the requestor.</p> <p><b>Stockcross CE School</b></p> <p>Cllr Amirtharaj asked the Clerk if any actions were required following receipt of an email from Stockcross School regarding the re-opening of the school. The Clerk advised the email was sent just to ensure the Council was aware of the measures put in place by the school to enable re-opening. Clerk to respond passing on the Council's thanks.</p> <p><b>9. Matters for consideration and information after the preparation of this Agenda which the Chairman agrees as urgent (all Councillors)</b></p> <p><b>Stockcross Pavilion</b></p> <p>Cllr Philips advised the site was now cleared following the demolition of the old timber pavilion in preparation for works to commence by AFC Newbury's contractor for the installation of the new pavilion. Contractors will be on site Monday 8<sup>th</sup> June to commence works regarding the laying the base for the new pavilion and installing the septic tank.</p> <p>Cllr Booth raised concerns regarding the installation of a septic tank for the new pavilion and advised that new installations were governed by Environment Agency regulations and EA approval would be required in the form of consent to discharge.</p> <p>Cllr Butter advised that due to changes in regulations permission for a septic tank was unlikely to be granted and they would have to install a sewerage treatment plant that would require power.</p> <p>Cllr Booth agreed and stated they might have to either go into the existing tennis club tank or to the main sewer.</p> <p>Cllr Phillips advised AFC Newbury had already purchased the cabin so could go ahead</p>	<p>Clerk</p> <p>Clerk</p>
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	<p>with installing everything although there would still be a question mark over the use of the septic tank.</p> <p>Cllr Newall-Hart felt that AFC Newbury's contractor should have already advised them regarding regulations and approvals for a new septic tank.</p> <p>Cllr Dudman expressed grave concerns about the installation of the septic tank going ahead if this would contravene regulations.</p> <p>Cllr Butter advised if they were to go into the existing tank they must first check how the drainage field is distributed.</p> <p>The Clerk advised that AFC Newbury had been advised that it was their responsibility to ensure that regulations were complied with and all necessary approvals obtained. Cllr Phillips confirmed that the football club had committed to obtain the necessary approvals.</p> <p>Cllr Newell-Hart stated if SPC has not had sight of the approvals work regarding the septic tank should be stopped.</p> <p>Cllr Amirtharaj requested the Clerk check that all required approvals are obtained and copies forwarded and ensure AFC Newbury provide evidence that the installation is compliant with regulations. Clerk to action.</p> <p>Cllr Butter and Cllr Booth offered to attend a meeting with AFC Newbury on site if required.</p> <p><b>10. Date of Next Meeting: 4<sup>th</sup> July 2020</b></p> <p>Cllr Amirtharaj asked Councillors for their views on future meetings.</p> <p>Cllr Dudman felt that the online meeting had gone well and proposed the Council resume holding monthly meetings on the first Saturday of each month.</p> <p>Cllr Amirtharaj stated the Council had not held the Annual Council Meeting to date and suggested this should be the next meeting.</p> <p>The Clerk advised the statutory requirement to hold an ACM this year had been removed under current legislation and this could be deferred until May 2021 if a Council chose to do this.</p> <p>Cllr Dudman suggested that an ACM be held but suggested this should be with a reduced Agenda covering only statutory and urgent items.</p> <p>Cllr Amirtharaj asked about the situation regarding planning applications.</p> <p>The Clerk advised planning applications would continue to be sent via email to the current Planning &amp; Highways Committee members for their comments which the Clerk then submits to WBC in line with SPC's Business Continuity Policy.</p> <p>All Councillors agreed the next meeting should be the Annual Council Meeting and be held on Saturday 4<sup>th</sup> July 2020.</p> <p><b>11. Exclusion of Press and Public</b></p> <p><b>To Resolve: That in view of the confidential nature of the business to be transacted and in the public interest the Press and Public be excluded for Agenda Items 19.1 &amp; 19.2 under Section 1 of the Public Bodies (Admission to Meetings) Act 1960</b></p> <p>No vote required as no PART II items</p> <p><b>The Meeting ended at 11.50am</b></p>	<p>Clerk</p>
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<p><b>Signed:</b></p>	<p><b>Name (print):</b></p>    <p><b>Position:</b></p>	<p><b>Date:</b></p>
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Abbreviations used:

SPC = Speen Parish Council

SSDCF = Speen, Shaw and Donnington Community Forum

WBC = West Berkshire District Council

EM = Extraordinary Meeting

ACV = Asset of Community Value

ToR = Terms of Reference

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